

## RIPPONDEN PARISH COUNCIL

### Standards Committee Meeting held on Tuesday 30<sup>th</sup> October 2018 at 8.00pm

Cllr Naylor chaired the meeting

**Present:-** Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr M Smith

**1. To receive apologies for absence or lateness**

**Lateness:** Cllr M Smith

**2. To approve the Minutes of the Meeting held on Tuesday 26<sup>th</sup> June 2018**

**SC2018-011 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the Minutes be accepted as a true and correct record of the meeting held on Tuesday 26<sup>th</sup> June 2018.

Cllr M Smith arrived at 8.05pm

**3. To receive an update on the Parish Council's application under the Local Councils Award Scheme**

The Clerk reported that the Parish Council had been awarded the Quality status and that NALC would be issuing the certificate shortly. The award is valid for a 4 year period and the Parish Council can use the quality status logo on its documentation.

The Committee thanked the Clerk for all the work undertaken to achieve the award.

**4. To review the Standing Orders and Financial Regulations for 2018/19 with any recommendations reported back to Full Council for approval**

The Clerk provided copies of the revised Standing Orders incorporating the amendments from the previous meeting and those notified to the Parish Council from the YLCA taking into account the regulation changes as regards to a Data Protection Officer no longer being required.

**SC2018-012 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that with the highlighted amendment the revised Standing Orders should be recommended to Full Council for approval for 2018/19.

**5. To review the Parish Council's Miscellaneous Documents – Complaints Procedure, Community Engagement Strategy & Action Plan, Scheme of Delegation, Health & Safety at Work, Equal Opportunity Policy, Training Statement of intent and the terms of reference for the Grant scheme with any recommendations reported back to Full Council for approval**

The Clerk had circulated copies of the miscellaneous documents to Committee members prior to the meeting.

**SC2018-013 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the reviewed Complaints Procedure should be recommended to Full Council at its next meeting without amendment.

**SC2018-014 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the reviewed Community Engagement Strategy and Action Plan should be recommended to Full Council at its next meeting without amendment.

**SC2018-015 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the reviewed Scheme of Delegation should be recommended to Full Council at its next meeting with one minor amendment.

**SC2018-016 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the reviewed Health & Safety Policy should be recommended to Full Council at its next meeting without amendment.

**SC2018-017 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that the reviewed Equal Opportunities Policy should be recommended to Full Council at its next meeting without amendment.

**SC2018-018 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that the reviewed Training Statement of Intent Policy should be recommended to Full Council at its next meeting without amendment.

The Parish Grant Scheme Terms of Reference were discussed at length. The Meeting felt that the scheme should incorporate donations as well as specific grants to ensure that all groups are being treated equally and fairly incorporating good audit practise.

**SC2018-019 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the reviewed Grant Scheme Terms of Reference should be recommended to Full Council at its next meeting with a few minor amendments.

**6. To review the Parish Council's Burial Charges with recommendations to be reported back to Full Council for approval**

**SC2018-020 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that no changes to the current charges should be recommended to Full Council at its next meeting.

Concerns were raised regarding charges for infant and child burials. It was agreed that Cllr Naylor should make enquiries with Calderdale Council and report back at the next meeting.

It was also agreed that an additional burial condition should be listed on the published document regarding kerbstones not being permitted.

**7. Next meeting**

To be arranged at a later date.

**The meeting closed at 9.05pm**